



LEGAL SERVICES MANAGER

Grade 14

With the potential to increase to a Grade 16
subject to the undertaking of additional responsibilities

37 hours per week

***SALARY: £36,876 - £37,849**

(£40,760 - £41,675 if undertaking additional responsibilities)

*Please note that all salaries are subject to job evaluation.

We are seeking to appoint a Legal Services Manager committed to delivering a comprehensive and high quality legal provision within South Wales Fire & Rescue Service.

The post is based at our Headquarters in Llantrisant, CF72 8LX and the successful candidate will be responsible for undertaking research, providing advice and drafting documents on a range of legal matters, including property, contracts and GDPR. Welsh language skills are desirable, but not essential for this role.

An Application Form, Person Specification and Job Description can be downloaded from the 'Working for us' pages of our website: www.southwales-fire.gov.uk

Please note that this is a highly competitive process and the Application Form will need to clearly demonstrate how the candidate meets the Shortlisting Criteria highlighted on the Person Specification.

Completed Application Forms should be returned to: Recruitment and Resourcing, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email to: personnel@southwales-fire.gov.uk

The closing date for receipt of applications is **12:00, mid-day, 07/01/2020**. Interviews for shortlisted candidates will take place on Wednesday 22nd January 2020.

The successful candidate will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favorably.

We are a family friendly organisation and a flexible working system is in operation.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

